



## United States Department of Agriculture

*USDA provides leadership on food, agriculture, natural resources and related issues based on sound public policy, the best available science and efficient management. Our goal is to be recognized as a dynamic organization that is able to efficiently provide the integrated program delivery needed to lead a rapidly evolving food and agriculture system. We invite you to join us in meeting our goal, contributing to the future of our organization and advancing the best food and agriculture system in the world.*

**Departmental Administration  
Office of Operations  
Human Resources Services Division  
Personnel Operations Branch**



*The Department of Agriculture is conveniently located in the heart of DC's Smithsonian Museums and just steps from the metro, [Smithsonian](http://www.wmata.com/), (<http://www.wmata.com/>) and several major Commuter Bus Stops. Our On-site services include a mini-mall, credit union, a U.S. Post Office, Dry Cleaning service, three cafeterias, child care center, fitness center and more. USDA employees receive the [Federal Benefits](#) package PLUS:*

- Pre-tax transportation benefits for parking
- Public transportation subsidy
- Alternative Work Schedules
- Telecommuting

### Office of General Counsel

<b>ANNOUNCEMENT NO:</b> OGC-06-237A	<b>OPEN:</b> September 8, 2006
<b>POSITION:</b> Staff Assistant GS-301-11	<b>CLOSES:</b> September 29, 2006
<b>SALARY:</b> \$54,272 - \$70,558 per annum	<b>PROMOTION POTENTIAL:</b> 11
<b>DUTY LOCATION:</b> Washington, DC	<b>VACANCIES:</b> 1

**THIS ANNOUNCEMENT IS OPEN TO THE PUBLIC:** Everyone may apply. U.S. Citizenship is required to be appointed. Federal status is not required when applying under "Public" announcements.

**NOTE:** Candidates with Federal status may apply under "PUBLIC" announcements in addition to the corresponding "MERIT PROMOTION" announcement but must submit separate applications for each vacancy to be considered for both. To be considered under "Merit Promotion" as well as to be considered under "Special Hiring Authorities" (e.g., VRA eligible, severely disabled individuals, former Peace Corps and VISTA Volunteers, etc), you must apply under vacancy announcement number: OGC-06-237B.

This Position is located in the Office of the General Counsel. The incumbent serves as a staff assistant and personal confidant to the General Counsel.

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**DUTIES (GENERAL) :** The incumbent functions as an office manager with primary responsibility for managing and coordinating all significant administrative, clerical and support activities in the immediate Office of the General Counsel, as well as performing liaison activities. Effective management of the day-to-day office administrative functions provides the General Counsel necessary time to concentrate on providing legal services to the Secretary and USDA client agencies.

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**BASIC ELIGIBILITY REQUIREMENTS:** Experience that equipped the applicants with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. Applicants must have a minimum of 52 weeks of specialized experience performing duties such as reviewing, evaluating, determining, planning, organizing and developing design concepts for a wide variety of graphic products such as posters, publications, illustrations, diagrams, exhibits, interactive kiosks, internet imaging, etc. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. The Office of Personnel Management's [Operating Manual: Qualification Standards for General Schedule Positions](#) will apply.

**EVALUATION CRITERIA:** Qualified applicants will be rated on documented experience relating to the following Knowledge, Skills and Abilities (KSAs). On a separate sheet of paper describe and list all your experience, education, training, and related recognition (awards, performance reviews, etc.) that describes your background for each of the following knowledge, skills, and abilities (KSA's) listed below. Each written KSA response will be evaluated separately. Your KSA responses will be considered as your Supplemental Statement for your application for this position. **Failure to submit responses to the KSA's will exclude applicants from further consideration.**

**Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans' preference.**

**To be well qualified, a CTAP/ICTAP (please refer to "DID YOU KNOW" section of this announcement for definition) eligible must be rated with a score of at least 85.**

**KSA # 1.** Knowledge and ability to skillfully manage and coordinate a variety of administrative support activities in order to facilitate and expedite the administrative and clerical priorities of the office.

**KSA # 2.** Knowledge of the capabilities, operating characteristics and advanced functions of a variety of office automation software applications such as Power Point, MS Word, Excel, etc.

**KSA # 3.** Ability to communicate in writing in order to compose reports, memoranda, develop summaries, justifications, travel itineraries, meeting/conferences, agenda, etc.

**KSA # 4.** Ability to communicate orally in order to interact with high level Departmental executives, executives from other agencies and Members of Congress and their staffs in order to provide responses to inquiries, preparation of material for use in speaking engagements and track progress of issues of interest and importance, exchange information and discuss current office management issues to include processes and procedures.

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## **HOW TO APPLY**

**TO BE CONSIDERED, YOU MUST SUBMIT THE FOLLOWING. FAILURE TO COMPLY WILL RESULT IN NON-CONSIDERATION:**

A **resume, or OF-612** (optional Application for Federal Employment), or any written application. Be sure to indicate the **Vacancy Announcement Number**. Electronic versions of the OF-612 and an on-line resume builder may be accessed at <http://www.usajobs.opm.gov>.

**Your written responses to the KSA's** describing how your experience, education, training, and recognition distinguish you from other applicants. Your KSA responses are considered your SUPPLEMENTAL STATEMENT. Failure to address any of the **KSA's** listed in this announcement will exclude applicants from further consideration.

**AND**

\* **ALL** applicants **MUST** submit a portfolio demonstrating support of the **KSA's** as appropriate. Portfolio must be on disk, CD, or available via Internet. FED-EX CD and written material to the personnel address. Do not use the USPS due to extreme heat from sanitation processes unless portfolio is available via Internet. **Note: Neat and professional presentations only.**

- If you are a **CURRENT** or **FORMER** Federal employee with reinstatement eligibility for permanent appointment and wish to be considered under the corresponding MERIT PROMOTION announcement you must submit a separate application under announcement number **OGC-06-237B**.
- Please be sure to indicate your email address, as further communication with you on the status of your application may be by email.

***APPLICATION DEADLINE: APPLICATIONS MUST BE RECEIVED BY C.O.B. (4:30 P.M. EST) ON THE CLOSING DATE of this announcement. If you request forms late in the open period, you are still required to have your application received by the closing date. No extensions will be given.***

***We are sorry for any inconvenience that this may cause; however, due to mail being***

*irradiated, we have no control over when we receive mail. The Human Resources Services Division staffs want to ensure that your application package is timely and is considered for further processing.*

WHERE TO SUBMIT APPLICATIONS:

USDA-DA-OHCM-HRSD  
ATTN: Nicole Smith  
**ANNOUNCEMENT NO: OGC-06-237A**  
STOP 9708, ROOM 2-W, JLW  
1400 INDEPENDENCE AVE., SW  
WASHINGTON, DC 20250-9708

Call the Personnel Operations Branch at (202) 720-1807 for additional information.

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**VETERANS PREFERENCE:** If you are claiming 5 point veteran preference, you must submit a DD-214. If you are claiming 10 points veterans preference based on a compensable service connected disability of 10 percent or more, you **MUST** submit a DD-214, SF-15 and letter from the Veterans Administration identifying the percentage of disability for preference determination. Additional information on veteran's preference is available in the Vet Guide available at <http://www.opm.gov/veterans/html/vetguide.htm>.

**“DID YOU KNOW”?**

**VETERANS:** Preference eligible or veterans who have been separated under honorable conditions from the Armed Forces after completing 3 or more years of continuous active military service may compete for vacancies under **merit promotion procedures**.

**SPECIAL HIRING AUTHORITY APPOINTMENTS:** Applicants who are eligible for a special hiring authority (e.g., VRA eligible ([VRA.click here](#)), severely disabled individuals, former Peace Corps and VISTA Volunteers, etc.) are encouraged to apply and may also be considered under the corresponding “Merit Promotion” announcement number OGC-06-237B. Eligibility documentation should be provided by applicants.

**Please indicate on your application the special hiring authority under which you'd like to be considered.**

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**DISPLACED/SURPLUS EMPLOYEES:** Individuals who have special priority selection rights under the USDA Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. To be well qualified, you must receive a score or 85 or higher.] CTAP and ICTAP eligible will be considered well qualified if that applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable and is able to satisfactorily perform the duties of the position upon entry.

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Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the

requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. Additional information on CTAP and ICTAP is available at <http://www.opm.gov/ctap/index.asp>.

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**REASONABLE ACCOMMODATION:** The Department of Agriculture provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement. Additional information on persons with disabilities is available at <http://www.opm.gov/disability/>.

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD).

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 522a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

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### **ADDITIONAL INFORMATION:**

All qualification requirements must be met by the closing date of this announcement.

Males born after 12/31/59 desiring Federal employment must be registered with the Selective Service System.

Appointments under this announcement include a one-year probationary/trial period requirement. For supervisory or managerial positions, candidates are subject to a probationary period unless prior supervisory or managerial experience is creditable.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

The use of Federal Government postage-paid envelopes in filing applications is a violation of federal law and will disqualify you from consideration.

The U. S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for

communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY PROVIDER  
AND EMPLOYER.**